

ENVIRONMENTAL RESOURCES

Quality Checklist

Consultant: _____ Rating Period/Cycle: _____

Project: _____ Consultant Agreement Number: _____

Department's PM: _____ Rater's Signature & Date: _____

Directions: Type an 'X' in the appropriate box. All questions must be answered even if N/A. The 'Final Rating' will automatically be calculated.	5	4	3	2	1	N/A
(1) Was task order project proposal consistent with scope of services, product, and project objectives?						
(2) Were the original task order invoices complete and accurate with proper support documentation, i.e. progress report?						
(3) Were the project tasks accomplished consistent with the scope of services and RFP?						
(4) Was the project planned and implemented in accordance with all applicable federal, state and local rules, regulations, protocols, and policies?						
(5) Were all applicable permits and approvals secured in a timely manner and on schedule?						
(6) Were appropriate technical staff applied to the project, i.e. were staff levels adequate?						
(7) Were solutions to project implementation problems recommended and/or alternative solutions properly evaluated?						
(8) Was the selection coordinated appropriately with environmental project manager and others?						
(9) Was the Environmental PM and/or appropriate environmental staff promptly advised/consulted relative to field task implementation required changes?						
(10) Were project reports and/or other documentation completed without technical errors or omissions?						
(11) Did the environmental documents address all environmental issues adequately without requiring revisions?						
(12) Were necessary final project report follow-up tasks recommended and completed on time?						
(13) Did the final report include all corrections based on environmental project manager review and was the final report acceptable.						
(14) Did the Consultant develop clear (easy to read and interpret) graphics & illustrations that were accurate representations of the data, which supported the conclusions?						
(15) If the consultant was required to prepare additional environmental documentation, was such documentation completed without technical errors or omissions?						
(16) Were project telephone and/or e-mails inquiries responded to promptly?						
(17) Did the Consultant identify task cost overruns early and present the Department with impacts, options, and appropriate recommendations for a solution?						
(18) Were subcontractors and utility mark-outs appropriately coordinated for a safe and efficient field task completion?						
(19) Did the Consultant maintain a good working relationship with the public, agencies, and/or consultants/sub-consultants associated with the project?						
(20) Did the consultant appropriately manage the work of any sub-consultants?						
	0	0	0	0	0	0

Final Rating

0.0